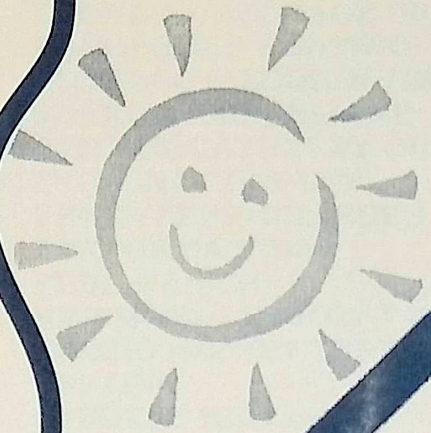
Student Handbook

2002-2003



Edward White Elementary

John Langenhan, Principal

121 S. 5th Street

Eldridge, Iowa 52748

563-285-4544

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EQUAL EDUCATIONAL OPPORTUNITY

Students enrolled in the North Scott Community School District shall have an equal opportunity for a quality public education without discrimination.

All persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district must subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

No otherwise qualified person will be excluded from educational activities on the basis of race, color, creed, sex, marital status, national origin, religion, age or disability. Further, all students and staff have the right to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights for access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, creed, sex, marital status, national origin, religion, age or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Students, parents of students, employees, and applicants for employment in the school district shall have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

If you feel you have been the subject to harassment or discriminatory behavior, you should contact:

Dr. Dose, Superintendent
North Scott Community School District
251 E. Iowa Street
Eldridge, Iowa 52748
563-285-4819

ENTRANCE/ADMISSION REQUIREMENTS

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollments, the child must provide the administration with a completed heal and immunization certificate. Such certificates may be obtained from the school office.

TRANSFERS IN/OUT OF THE DISTRICT

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records (for example, a homeless student), the superintendent will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible.

ATTENDANCE/ABSENCES

It is the educational philosophy of the North Scott Community School District that regular attendance by all students enrolled at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators and the Staff of the North Scott Community School District expect that students shall be in attendance at scheduled classes and activities for one-hundred and eighty (180) days per academic year. The only exception to the rule of one-hundred and eighty (180) days per year attendance would be in the case of a bona fide emergency. The only absences which constitute such an emergency would be illness of the student or a death or serious illness in the immediate family. In such cases a bona fide emergency, the absence must still be recognized and excused by the principal of the student's attendance center. Within the discretion of the principal of the student's attendance center, before an absence for personal illness is granted, the principal may require a physician's statement verifying the illness and the necessity for the absence from school.

For the purposes of this regulation, immediate family shall include mother, father, sibling, step-mother, step-father, step-sibling, aunts, uncles and or any other individual residing in the immediate household.

Two other reasons for which an excused absence may be granted shall be authorized religious holidays and school-sponsored or approved activities. These absences must be recognized and excused by the principal of the student's attendance center.

In case of an excused absence as described above, students who absence is approved shall have an opportunity to make-up, if possible, the work missed and receive full credit for the missed school work. It is the opinion of the Board of Directors, the Administrators and the Staff of the North Scott Community School District, however, that a student is never able to "makeup" the educational benefits gained from actual attendance in the scheduled class.

All other absences not described above, including tardiness, shall be unexcused absences. Just as an employer expects an employee to be present during working hours, the Board of Directors, the Administrators, and the Staff of the North Scott Community School District expect students to be present during school hours. Unexcused absences will not be tolerated. Any student who wishes to be absent without approval will be considered truant.

It is the responsibility of the parent to contact the school before 9:00 a.m. and inform the school nurse that the student shall be absent and the reason for the absence. Failure to receive such information by 9:00 a.m. shall cause the student to be considered truant. A truant student is defined as any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly without reasonable excuse for the absence. As a truant student, the student may be reported to the local law enforcement officers, and the parents may be reported to the local law enforcement officers and the parents may be prosecuted for violation of the state truance and compulsory education laws. Unless the student has reached the age of eighteen (18) or has obtained a court order declaring that student a legally emancipated minor, the parent is responsible, under Iowa law and under the policies and regulations of the North Scott Community School District to ensure attendance of the student.

RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents or school principal. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, and other reasons approve by the administration.

OPEN ENROLLMENT

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent.

STUDENT APPEARANCE

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

CARE OF SCHOOL PROPERTY/VANDALISM

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

LOCKERS/STORAGE SPACE

Each student will be assigned a storage space. These storage spaces are for the use of the student during the school year but remain, at all times, the property of the school district. Students are expected to use their own storage space and keep it neat. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student storage spaces periodically.

TOBACCO/ALCOHOL/DRUGS

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under the age or eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities.

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

INTERROGATION BY OUTSIDE AGENCY

Generally, students may not be interrogated during the school day by persons other than parents and school district officials and personnel.

Requests from law enforcement's officers and those other than parents, school district officials, and personnel to interrogate students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. In making this determination, the principal shall consider the welfare of the students and directives to the principal from the courts. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interrogate a student, the principal will defer to the investigator's judgment as to whether the student should be interrogated independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students shall not be taken from school without the consent of the principal and without proper warrant.

STUDENT CONDUCT

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses: and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. In appropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational stomosphere. Disciplinary measures may include, but not be limited to conferencing, removal from the classroom, detention, suspension, probation, and expulsion as per board policy.

FINES - FEE - CHARGES

Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

PERFORMANCES

Students participating in contests or other public or private events on behalf of the school must obtain permission from the administration. Students who perform at such events shall be held at the same high standards of conduct that is expected of all students representing the school in an extracurricular activitiy.

FUND - RAISING

Students may conduct find raisers with the permission of the building principal.

REPORTING STUDENT PROGRESS

Parent/teacher conferences are held twice yearly. Report cards are sent home quarterly. Parents or teachers may request additional conferences whenever they feel there is a need. Progress updates may also be sent home from time to time.

PROMOTION - RETENTION - ACCELERATION

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted and a conference will be scheduled to discuss the situation before a final decision is made. Students with exceptional talents may, with the permission of the principal and the parents, be accelerated beyond their current grade level.

TESTING

A comprehensive testing program has been established to evaluate the educational program and to assist in providing guidance or counseling services to students and their families.

PROVISION OF SPECIAL EDUCATION

Parents who suspect their child has a disability requiring accommodation or special education are urged to contact their child's school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled Parental Rights in Special Education.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers, AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations which process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents and legal guardians of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1st to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION. THE FOLLOWING INFORMATION MAY BE PUBLISHED ON THE INTERNET; STUDENT PHOTOGRAPHS (FIRST NAME, LAST INITIAL ONLY) AND OTHER LIKENESSES, ARTWORK OR WRITING.

Students records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from meddle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

Parents have the right to file a complaint alleging that the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-4605.

HEALTH AND IMMUNIZATION CERTIFICATES

Students who wish to participate in athletics or are enrolling in the district for the first time, shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. This certificate of health will be kept on file at the building in which the child is attending.

Students enrolling for the first time in the district shall also submit a certificate of immunization against deptheria, pertussis, tetanus, poliomyelitis, measles, and rubella. Exemptions from the immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

ADMINISTRATION OF MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.

2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.

3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.

4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.

5. The medicine shall be maintained in the original prescription container which shall be labeled with (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.

6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.

7. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.

8. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record.

Although these are the rules required by law as to the administration of medication, because of legislation passed in 1992, there are now restrictions as far as which individuals may be required by the school district to administer any medication. See Iowa Code 1111111.

No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office which will be dispensing the aspirin. These over-the-counter medications must be in the original container (cannot give any medication that is not properly labeled.) The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous aspirin prescriptions will be destroyed at the end of each school year.

The school has the discretion to refuse to issue certain over-the-counter medications to students.

COMMUNICABLE DISEASES

Students with a communicable disease will be allowed school as long as they are physically able to do so and so long as their presence does create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the students condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and with 24 hours a "Preliminary Accident Report" will be filed in the principal's office.

EMERGENCY DRILLS

Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year.

OPEN NIGHT

Wednesday night is designated as open night. No student school activities, practices, or games will be scheduled after 6:00 p.m. The only exception would be if an agency or group outside of the school schedules tournaments or meetings on this night.

TELEPHONE CALLS

Students may use the school office phone for emergency calls after first obtaining permission from the secretary or principal. Students receiving calls will have a message forwarded to the students. Only in an emergency will the student be called to the phone.

MULTICULTURAL AND NONSEXIST EDUCATION

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex marital status, national origin, ability or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The educational program fosters knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes. Any complaints or grievances concerning equal educational opportunity should be handled as per board policy.

OBJECTION TO INSTRUCTIONAL MATERIALS (AS PER BOARD POLICY)

FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district.

SCHOOL CLOSING

School closings during bad weather are broadcast on most local radio stations, Make-up days for days lost due to weather are announced in the spring. It is the responsibility of the parents to have made arrangements for students on early dismissal days. Make arrangements ahead and discuss them with your child and his/her teacher so they know what to do.

CIVIL RIGHTS COMPLIANCE

It is the policy of the North Scott Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability.

It also a policy of this district that the curriculum content and instruction materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to men and women in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotype and to eliminate bias on the basis of sex, race ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a multicultural, nonsexist society.

Inquiries regarding compliance with Title IX, Title VI or Section 505 may be directed to the superintendent of the North Scott Community School District, 251 East Iowa Street, Eldridge, Iowa 52748, 563-285-4819, or to the Director of Iowa Civil Rights Commission, Department of Education, Kansas City, Missouri.

As per the state standards in regard to allegations of Student Abuse by School Employees, the Board of Directors have appointed LevelI and Level II investigators. These investigators are:

Level I	Cindy VandeWalle N.S. Jr. High 502 South 5th St. Eldridge, Iowa 52748 (563) 285-5254	Level I	Curtis Rheingans Neil Armstrong Elementary 212 S. Parkview Drive Eldridge, Iowa 52748 (563)285-3122
Level II	James M. Sweeney & Associates, Inc. 320 LeClaire Street Davenport, Iowa 52801 (563) 323-5922		

INTERNET-APPROPRIATE USE

Because technology is a vital part of the district curriculum, the internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Please find in the following pages the guidelines approved by the North Scott Community School Board of Directors.

1. All use of the Internest must be in support of education and research and consistent with the purpose of the district and all written policies.

2. Any use of the Internet for commercial or for-profit purposes is prohibited.

3. Extensive use of the internet for personal and/or private business is prohibited.

4. Any use of the Internet for product advertisement or political lobbying is prohibited.

5. Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.

6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.

7. No use of the Internet shall serve to disrupt the use of the Internet by others; hardware or software shall not be destroyed, modified, or abused in any way.

8. Malicious use of the Internet (including hate mail, harassment, discriminatory remarks and other antisocial behaviors) or the development of programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

9. The illegal installation of copyrighted software for use on district computer is prohibited.

10. Transmission or use of material, information, software, or virus in violation of any district policy, local, state or federal law is prohibited.

11. Use of the internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the Local area Internet is prohibited.

12. Subscription to news groups and LISTS will only be initiated by teachers.

13. Mail from news groups and LISTS will be monitored daily by teachers and may be deleted from the personal mail directory to avoid excessive use of fileserver hard-disk space.

14. From time to time, the district will make determinations on whether specific uses of the Internet are consistent with the appropriate use practice.

15. In the event that students or employees do incur unauthorized costs, besides being subject to discipline, they will be responsible for payment of those costs.

The district reserves the right to monitor fileserver space utilization by users.

Approved February 26, 1996 Reviewed April 24, 2000 Revised _____

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. At the expense of the school district the Level I investigators and alternates will be provided training in the conducting an investigation and will be referred to and provided with copies of the DEPARTMENT OF EDUCATION, Office of Civil Rights; Sexual Harassment Guidance, Harassment of Students by School Employees, Other Students or Third Parties, Notice 62 Fed. Reg. 12034. The names of the investigators shall be listed in the employee handbook, student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulation to implement this policy.

Legal Reference: Iowa Code SS232.67,70,73,75,235A,272A,280.17;709; 728,12(1) (1999)
281 Iowa Admin. Code Chapter 102;103
441 Iowa Admin. Code 155,175.
1980 Op. Att'y. Gen. 275.

Cross Reference: 402.2 Reporting Child Abuse by Caretakers
403.6 Harassment
503.5 Corporal Punishment
507 Student Health and Well-Being

Approved October 22, 1990 Reviewed February 12, 2001 Revised March 13, 2000

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, martial status or disability. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including suspension and expulsion.

Sexual harassment means unwelcome suexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning enviornment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disabiltiy means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- submission to such conduct is made either explicity or implictly a term or condition of a student's education or of a student's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or

STUDENT-TO-STUDENT HARASSMENT

- such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at the student.

The district will promptly and reasonable investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy, will be subject to discipline up to and including suspension and expulsion.

It shall also be the responsibility of the superintendent, inconjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case a student is harassed.

It shall also be the responsibility of the superintendent, inconjunction with the investigator and principals, to develop administrative rules regarding this policy.

Legal Reference:20 U.S.C. SS1221-123i (1994)
29 U.S.C. S 794 (1994)
42 U.S.C. SS 2000d-2000d-7 (1994)
42 U.S.C. SS 12001 et.seq. (Supp. 1994)
Iowa Code S216.9; 280.3 (1999)
281 I.A.C. 12.3(6)

Cross Reference: 403.6 Harassment
502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

Approved May 8, 1995 Reviewed January 11, 1999 Revised March 13, 2000

Code No. 502.8

DANGEROUS WEAPONS

The board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons or dangerous objects and look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects and look-a-likes may be reported to law enforcement officials, and students will be subject to disciplinary action, including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing or possessing dangerous weapons, including firearms, at school will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy.

Students shall not possess toy weapons or look-a-like weapons at school except with the knowledge and permission of a teacher, coach, or administrator, and then only for school or educational purposes. Violation of this policy shall result in confiscation of the "weapon," and the student will be subject to disciplinary action which may include suspension or expulsion

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

NORTH SCOTT COMMUNITY SCHOOL BOARD OF DIRECTORS

ORGANIZATION AND OVERVIEW OF PROGRAM:

Edward White Elementary enrolls children Preschool through Grade 6. Preschool students attend half days, four (4) days per week. All other grade levels are scheduled for full sessions daily.

Preschool, Kindergarten, first, second and third grade students are situated primarily in self-contained classrooms while fourth through sixth grade students are departmentalized for some areas of instruction. All students in grades one through six receive instruction from specialists in the areas of art, music and physical education.

TYPICAL SCHOOL TIME SCHEDULE

Edward White Daily Schedule

7:15	Office Opens
7:45	Teachers Day Begins
7:50	Breakfast
8:00	Opening Activities
8:15	Classes Begin
11:15-12:30	Lunch/Recess
3:05	Dismissal
3:45	Teachers Day Ends
4:00	Office Closes

Edward White Philosophy

The ultimate goal of Edward White Elementary is to encourage all children to reach their highest potential. The educator's responsibility is to see that a broad curriculum arouses the learner's desire for more information and new ideas. A variety of strategies and methods will be used to meet the students' needs.

We also believe the school environment must be flexible and positive in working towards the total development and well-being of all children. Since the parents are the first educators, we believe the school must work cooperatively with the family. Instruction should begin and build on the child's previous experiences.

It is our hope and expectation that working together as parents, students, and teachers, we can encourage all learners to experience the joy of discovery, develop a sense of social responsibility in a democratic society, and create a desire for learning now and in the future.

STUDENT ACTIVITIES

Birthdays

Students will be recognized on their birthdays by having the principal present them with birthday button. This practice will be continued during the school year. In the event of a summer birthday, the child may select a pretend birthday during the school year.

Homework

The amount of homework in the primary grades is minimal. The nature of assignments given at the upper grade levels may necessitate children spending varying amounts of time in home study to complete them.

Safety Patrol

This student organization is used to teach responsibility and safety to children. Patrol members are assigned duties in front of the building and corners where traffic results in the need for assistance in helping younger persons cross the streets. They need your encouragement and support for the many hours of service they provide. The City of Eldridge provides a crossing guard at Fifth and LeClaire.

School Activities

Many of the elementary students attend high school activities such as: football games, basketball games, plays and concerts. Please stress with your children the importance of their proper behavior at these events, so they do not disturb the participants/spectators and will be safe from injury.

School Parties

Parties are planned by the teacher and room parents for Halloween, Christmas and Valentine's Day. We do not encourage parties on any other occasions other than birthdays.

School Store

School supplies may be purchased from our student-operated school store called "The Astronaut's Choice". The store is opened daily to meet the student needs starting late in October or early in November.

Student Announcements

Daily announcements are presented to all students over the school intercom. The announcements air daily at 8:15 a.m.

Student Council

The students of Edward White School are allowed input in decision making by participating in student council. Meetings are held periodically to discuss student concerns.

PARENT INVOLVEMENT

Community Resources

If you have a talent in a special area, a collection, film, filmstrips/ slides of visits to foreign countries or historical areas of the world that might be of interest to class study, the school would appreciate hearing from you.

PTA

Parents are invited to become members of an active Parent Teacher Association. Information is available regarding their activities and projects.

Room Parents

Room parents are determined on a voluntary basis. The major duties of room parents are:

*To assist with the planning of class parties.
* To arrange for mother/fathers to help on field trips.
*To serve on a phoning committee should it be necessary to contact all of the parents quickly.

Volunteers

Volunteers help support the work of teachers and staff. If you would like to become a school volunteer, contact your child's teacher or school office.

Education takes place both within and outside the school. When parents and community are brought into a partnership with the school, they bring with them their skills, and benefit by gaining a better understanding of the school's goals and programs.

Procedures

Office

1. Students must have a note from a teacher or supervisor when sent to the office.
2. Phone calls are limited to school related situations only.

Pets

Pupils are allowed to bring dogs, cats and/or other pets to school only with the permission from the teacher. Any animal brought to school must be housed in a proper cage, container or restrained in such a way that they cannot harm anyone. Pets should not be transported to and from school on buses.

Pupil's Use of Telephone

Pupils are discouraged from using the school phone. The office personnel will grant permission only if the call is school related, unless it is an emergency.

Change of Address

The school office should be informed if a change of address, name or telephone number occurs during the school year or during non-school months. The school should be notified if parent(s)/guardians will be out of town for an extended period of time.

Bicycles/Scooters/Skateboards

Each student is allowed to ride a bicycle, scooter or skateboard to school when parents determine the student has the skills and will follow the rules of safety. A lock should be purchased for securing the bicycle during the day. Violation of the rules of safety can result in a student being prohibited by the school from bringing the bicycle, scooter or skateboard on school grounds.

Nurse's Office

A student must have permission from a teacher or supervisor to go to the nurse's office.

Persons Coming for Children

We request the school be notified if anyone other than parents or legal guardian call for a child during school hours. Parents should impress upon their children the need for caution in offers of help, rides, etc., coming from strangers. Parents or guardians must check in the school office prior to taking their child from school.

School Visitation

Parents are welcome to visit school! This is your child's school and your school. Visits are encouraged as they:

*Give the parent a better idea of the school program.
*Show the child that their parents are interested.
*Give the opportunity for parents/children to become better acquainted.

We do have several requests regarding school visits, such as:

*All parents and visitors must register in the school office.
*It is recommended that the teacher(s) be contacted prior to a classroom visit.
*When possible, pre-school children should not be present during a classroom visit.
*Children of school age who may be visiting in your home are not allowed to visit school. A young visitor is often a distracting influence in the classroom.
*A recommended visitation period would be approximately one hour.

Services

Lost and Found

There is a "lost and found" area in the lobby. Have your child check the box to recover lost articles or to turn in articles that are found. It is stressed as follows: (1) that you encourage your child to be responsible for his/her personal property, (2) **THAT ALL ARTICLES BE LABELED WITH THE CHILD'S NAME** (3) that valuables and money be left at home.

School Newsletter

On the last school day of every week, a "Weekly Log" is sent home with every Edward White child. The newsletter serves to keep parents and children abreast of the most pertinent school information.

Student Fee Waiver

Students whose families meet the income guidelines for free and reduced price lunch, The FIP, SSI, transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for this waiver of student fees. Please contact your school office for assistance in this program. This waiver does not carry over from year to year and must be completed.

RULES FOR EDWARD WHITE ELEMENTARY

General

1. Respect all teachers, aides, custodians, parent volunteers, etc. Listen to their requests and directions at all times.
2. Do not damage or deface our school or our property.

Morning

1. 8:00 A.M. - enter building
2. 8:15 A.M. - classes begin

Hallway

1. Walk to the right side in a single file line.
2. Only quiet talking permitted.
3. Keep hands to yourself.

Restrooms

1. Use appropriately.
2. Talk quietly.
3. Turn water off.
4. Deposit paper in wastebasket.

Playground

1. No hitting, kicking, fighting, pushing, tackling, play fighting, shoving, etc.
2. No objects will be thrown that are not recreational equipment.
3. No radios, electronic devices or tape players are allowed.
4. Disrespectful language will not be tolerated.
5. All equipment will be shared and used properly.
6. If the conditions are muddy or snowy, boots must be worn in order to leave the blacktop.
7. All students will walk to and from the playground.
8. No sliding on ice.
9. Stay on playground. Students may not cross the streets for balls without permission.
10. Do not play in driveway.

Computer Lab

1. No more than two people to a computer unless they have permission.
2. All students should work on their computer curriculum unless told otherwise.
3. Adult supervision is necessary.

Lunchroom

1. Enter quietly, single file.
2. Sit with your classroom.
3. Talk quietly.
4. Avoid sharing or trading food.
5. No student may leave school for lunch unless permission has been given by parent and principal.

Faculty Room

1. The faculty room is to be used by Edward White faculty and staff only, unless permission for use is attained from the building principal.

Ed White Elementary School
Discipline Procedures

Prior to a recorded offense, the student will be given the opportunity to explain his/her situation.

Minor Offenses

Minor offenses are handled on-the-spot in halls, in the lunch room, in classes, and on the playground by any teacher or teacher associate. Repeated minor offenses, at the discretion of a supervisor, could follow the steps of a major offense.

Major Offenses

Hitting
Roughing
Disrespectful Language
Leaving School Grounds
Biting
Spitting
Throwing Objects
Racial slurs or defamation of culture heritage.

Major/Major Offenses

Physical Assault
Vandalism
Insubordination
Substance Use/Possession
Weapon Use/Possession
Explosive Device Use/Possession

Step 1
For First Major Offense

1. Student goes immediately to Opportunity Room for 15 minutes and completes an Action Plan.
2. Student takes Action Plan home and obtains parent signature for return the following day. The homeroom teacher is responsible for (1) checking to see that the Action Plan is returned (and calling home if it is not returned after 2 days), and (2) keeping the Action Plan on file until the end of the year. The principal will check to make sure the opportunity room slip is returned to the classroom teacher.

Step 2
For Second Major Offense

1. Same procedure as Step 1.

Step 3
For Third Major Offense

1. Student spends 15 minutes in Opportunity Room.
2. Student develops a Behavior Contract in a conference with the homeroom teacher and principal.
3. Student shares Behavior Contract with parent in conference with teacher, principal, and parent (conference arranged by phone by homeroom teacher).

Step 4
For Fourth Major Offense and First Major/Major Offense

1. Student spends 1 hour in In-School Suspension; parent is informed by phone by the principal.
2. Behavior contract is updated/modified in conference with student, teacher, and principal.
3. All day in or out of school suspensions may be used in cases of student fighting, acting insubordinately towards adults, or substance abuse, at the discretion of the principal.

Step 5

1. Same as the 4th offense
2. 2 hour "in school" suspension

Step 6

1. Same as the 4th offense
2. 1/2 day "in school" suspension

Step 7

1. Same as 4th offense
2. 1 day "in school" suspension

Step 8

1. Same as 4th offense
2. 1 day "out of school" suspension

(Please review and discuss these procedures with your child.)

Name: **Date:**

Home Room: **Reported By:**

1. This is what happened.

2. This is what should have happened.

3. If this happens again, I know the consequence will be.....

Comments (Staff or Parent):

Parent Signature

Please return this form to school immediately.